

Quick Reference Guide

Skype for Business Integration with MegaPath Voice



Install on a Desktop

1. The Desktop client is available at: megapath.com/support/voice/software/.
2. Run the .exe file and then follow the installation prompts.
3. Start the MegaPath One Client.
4. The client asks for a user name and password. For this, use your ["phonenumber"@megapathvoice.com](mailto:phonenumber@megapathvoice.com) and your MegaPath password supplied to you during provisioning. Note: this is the same password you use for MegaPath Voice Manager.

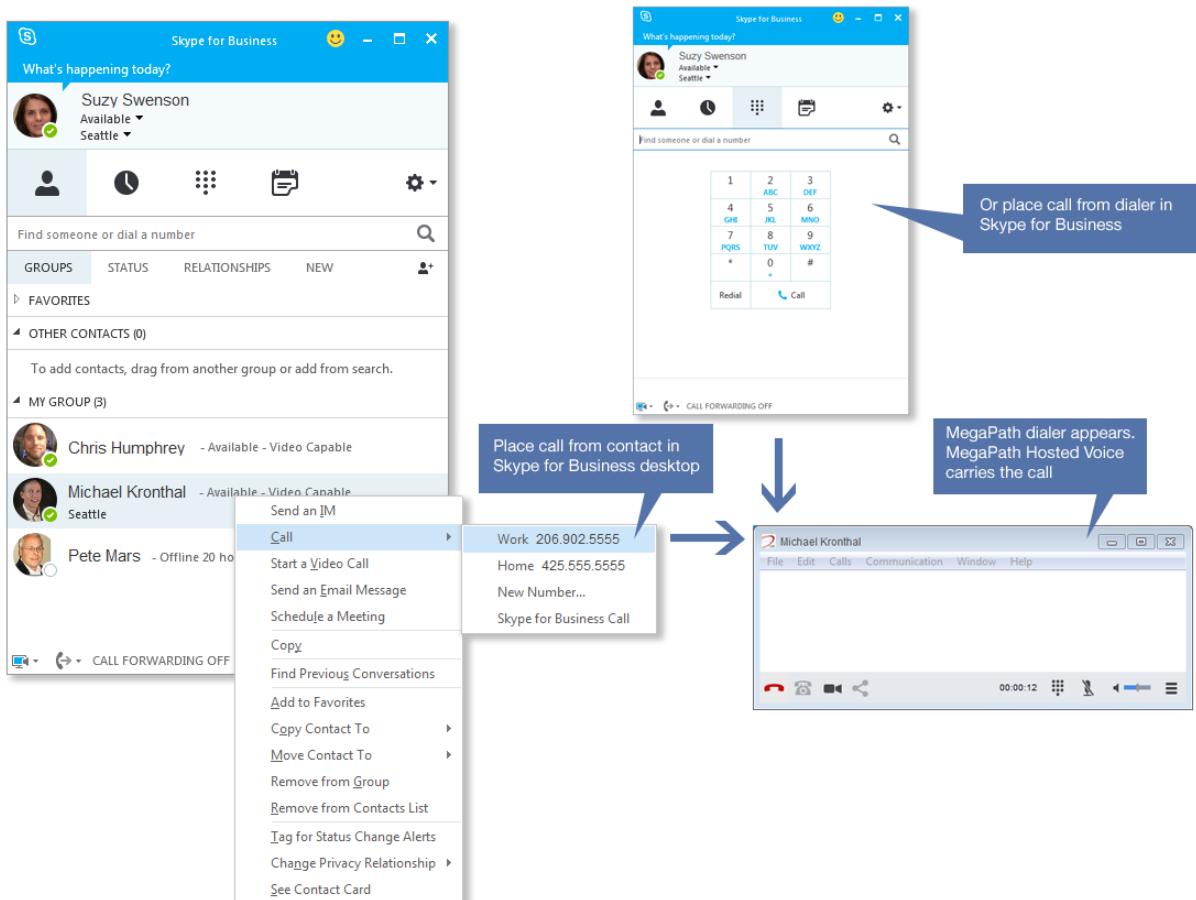
Place a Call







From a Contact

- 1) Right click on the contact.
- 2) Select Call.
- 3) Select the number you wish to dial.
- 4) The MegaPath dialer opens and places the call.
- 5) Click the red phone icon to hang up.

From the Dial Pad

- 1) Open the Dial Pad.
- 2) Dial the number you wish to call.
- 3) The MegaPath dialer opens and places the call.
- 4) Click the red phone icon to hang up.



| MegaPath Dialer | |
|-------------------------------------------------------------------------------------|------------------------|
| Icon | Meaning |
|  | Call control (hang up) |
|  | Make a video call |
|  | Open the Dial Pad |
|  | Mute your microphone |
|  | Adjust volume |
|  | More options |

Place a Video Call

From a Contact

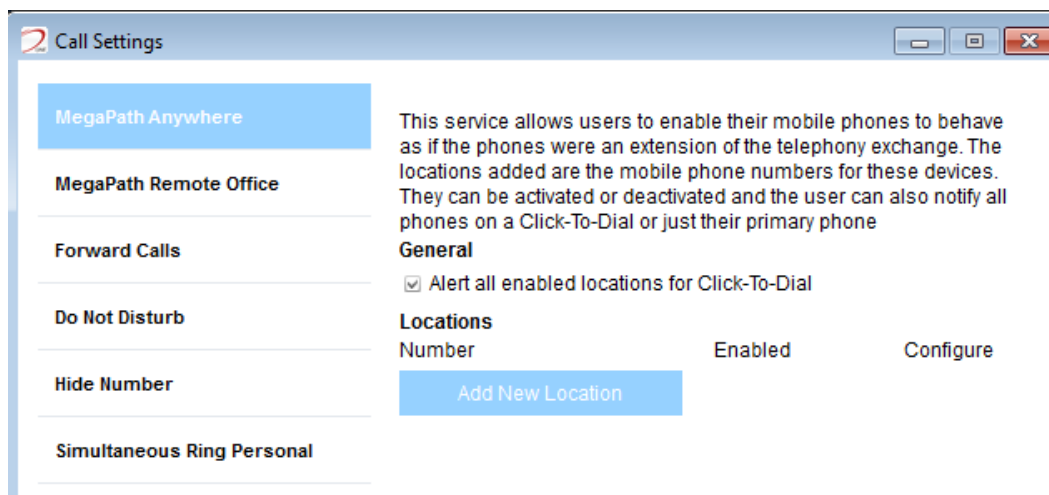
- 1) Right click on the contact.
- 2) Select Start a Video Call.
- 3) The MegaPath dialer opens and initiates the video call.
- 4) Click the red phone icon to end the video session.




Video Call

Call Settings

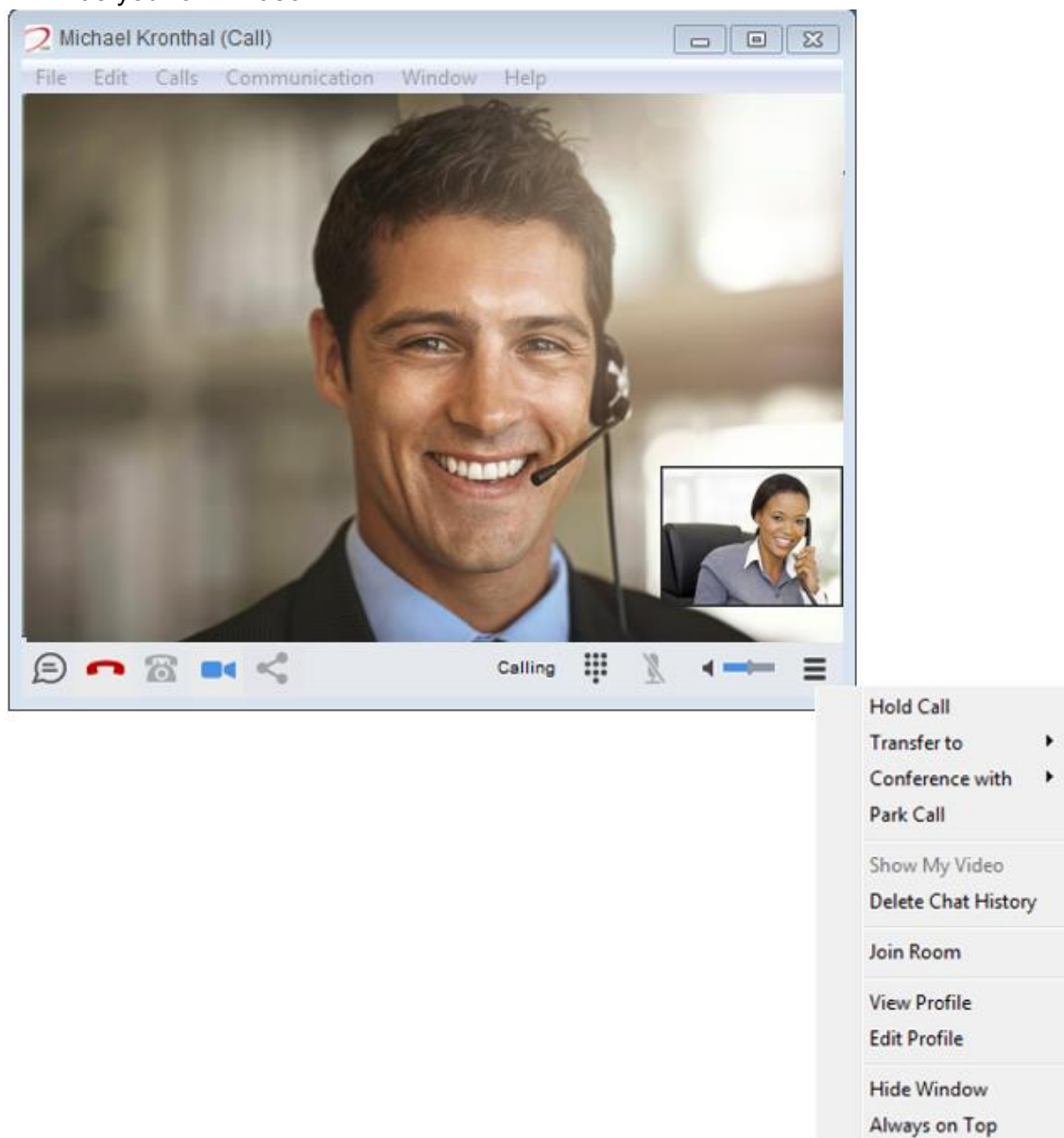
These settings are discussed in detail in the Skype for Business User Guide.



In-Call Management

During an audio or video call, in the *Options* menu  there are the following options:

- › Put the call on hold.
- › Transfer a call to a third party.
- › Add participants to the call.
- › Park call.
- › Hide your own video.



Adjust Desktop Client Microphone and Loudspeaker Settings

In the desktop client, to choose an audio device, click File (under the MegaPath One logo). Select Preferences, then select the Audio tab.

You can also select a different default audio device in Windows using the Control Panel.

